

## **SECTION 1000.00    SAMPLES**

The following samples are included in this manual.

- [Request for Technical Proposal \(RFP\)](#)
- [Independent Cost Estimate Summary instructions](#)
- [Cost Estimate Summary Example](#)
- [ITD-2761, Professional Services Authorization and Invoice Summary](#)
- [Time Extension Letter](#)

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR TECHNICAL PROPOSALS

FOR

**[project info]**

**July 15, 2004**

# **REQUEST FOR TECHNICAL PROPOSALS**

## **Table of Contents**

- General Information
- Technical Proposal Preparation Instructions
- Technical Proposal Evaluation Criteria
- DBE Commitment Form
- Scope of Work

**The following items are not included in this package, but can be located at the following web sites:**

Sample Professional Agreement and Consultant Agreement Specifications

<http://www.itd.idaho.gov/design/cau/forms.htm>

Consultant CADD Specifications

<http://www.itd.idaho.gov/design/cadd/descadd.htm>

Estimate Specifications

[http://www.itd.idaho.gov/design/cau/general\\_info.htm](http://www.itd.idaho.gov/design/cau/general_info.htm)

## **GENERAL INFORMATION**

### **PROPOSAL**

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents from interested or firms to submit a Technical Proposal for >.

### **GENERAL TERMS**

This Request for Technical Proposal (RFP) does not commit ITD to enter into an agreement or to pay any costs incurred in the preparation of this proposal or in subsequent negotiations.

### **REVISIONS TO RFP**

All addenda to this solicitation will be posted on the Consultant Administration Unit Web page. No notice will be given by mail.

OR

All addenda to this solicitation will be mailed out to each consultant receiving this solicitation.

### **RESERVATION OF RIGHTS BY ITD**

The issuance of this RFP does not constitute an assurance by ITD that any contract will actually be entered into by ITD and expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all proposals
- Reissue the Request for Technical Proposals
- Invite additional respondents to the proposal
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the RFP and cancel this request with or without the substitution of another RFP
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this proposal, each respondent agrees that any finding by ITD of any fact in dispute as to this proposal or the responses thereto shall be final and conclusive except as provided herein.

### **CONFLICT OF INTEREST**

By the submission of a proposal, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the

performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

### **EEO REQUIREMENTS**

Respondent, by submission of a proposal, agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.

### **FINANCIAL REQUIREMENTS**

The selected consultant and their subconsultants will be required to submit certified hourly rates and their last years' financial information and overhead schedule in accordance with the Federal Acquisition Regulations (FARs) and the ITD *Overhead Guidelines for Consultants*. (To obtain a copy of the *Overhead Guidelines for Consultants*, please call Holly McClure at (208) 334-8486.)

### **PROPRIETARY MATERIAL**

ITD assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.

### **EVALUATION CRITERIA**

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the proposals received. It is the responsibility of the Consultant to ensure that it complies with this RFP and provides the information requested. If the Consultant fails to provide any information requested in this RFP, such failure may result in either a lowered evaluation score of the RFP or disqualification of the RFP.

### **SELECTION**

It is the intent of the department to take approximately > days, commencing on the submission date shown below, to evaluate the submitted proposals. The department intends to notify the successful and unsuccessful Consultants as soon as practicable after the evaluations have been completed, and after approval has been given on the Evaluation Committee's recommendations.

### **CONTACT INFORMATION**

All questions concerning the procedures of this solicitation shall be directed to Nestor Fernandez at (208) 334-8495, or faxed to (208) 334-8025.

Project specific questions shall be directed to >.

OR

All project specific questions shall be directed by e-mail to > at [e-mail address]. No questions will be accepted by telephone. All questions will be responded to by e-mail, within two days of receipt of the question(s).

Interested firms are encouraged to submit a contact e-mail address to >, with a request to be included on an electronic mailing list. Firms on the mailing list will receive copies of the response to all project questions submitted. All questions and answers will be confidential, and no firms will be identified in the responses. This service is provided so all consultants will have equal access, and consistent information is given to all.

No project specific questions will be accepted after >.

## **PREPARATION INSTRUCTIONS**

**Proposals must conform to the following instructions. Any non-conforming proposal will be rejected.**

Five complete copies of the proposal must be received by 4:00 p.m. MST on >. ITD will not accept copies sent by FAX. Proposals must be submitted in a sealed envelope or package with the project name, and the consultant's name and address clearly indicated on the envelope or package. Proposals must be in the actual possession of ITD on or prior to the above noted time and date, and at the location indicated below. Late proposals will not be considered, and will be returned to the consultant.

Proposals shall be sent to: Nestor Fernandez, P.E.  
Consultant Administration Engineer  
Idaho Transportation Department  
P.O. Box 7129 (3311 W. State St., Room 214)  
Boise, ID 83707-1129 (Boise, ID 83703-5881)

***Do not mail your proposals to the street address. The Post Office will only deliver to the PO Box address. Use the street address only for overnight delivery by Fed Ex, etc.***

A detailed scope of work, blank man-day estimate, Critical Path Diagram, and project milestones are being requested as part of the proposal. The blank man-day estimate will be used by the State for producing an independent man-day estimate off the selected proposal. The proposals will be rated using accepted qualification based selection procedures. If your firm is ranked first, negotiations will begin. If negotiations break down with a selected Consultant, they will be formally ended and negotiations will begin with the next ranked Consultant.

All Consultants are encouraged to review the project files at the District > office and the project site before submitting proposals.

### **FORMAT**

- The maximum length of the submittal shall be > pages, excluding the Scope of Work and General Critical Path Diagram.
- The introductory letter, organization chart, and resumes shall count in the page total.
- A cover page is acceptable, and does not count in the proposal page total.
- The DBE Commitment form is considered a separate document and does not count in the proposal page total.
- Except as otherwise noted, pages shall be 8 1/2 x 11 inches and single sided.
- Type style shall be not more than six lines per vertical inch and not smaller than 12 point.
- The proposal shall be bound with a single staple or clip placed in the upper left-hand corner.

### **INTRODUCTORY LETTER**

The introductory letter should be addressed to: Nestor Fernandez, P.E.  
Consultant Administration Engineer  
Idaho Transportation Department  
P.O. Box 7129  
Boise, Idaho 83707-1129

The introductory letter should introduce the Consultant's proposal, identify the Project Manager, list a contact telephone number, and include a statement confirming the commitment of the Project Manager and key personnel identified in the submittal to meet the Department's quality and schedule expectations. Each subconsultant, their work tasks, and a contact name and telephone number shall also be listed. The Consultant shall include his/her acceptance of the terms and provisions of the Sample Agreement located at <http://www.itd.idaho.gov/design/cau/forms.htm>, and indicate willingness to execute said agreement.

10.1

10.2

## PROPOSAL

It is essential that the consultant provide an adequate staff of experienced personnel or subconsultants capable of and devoted to the successful accomplishment of work to be performed under this contract. The specific individuals or subconsultants listed in the proposal, including Project Manager, shall be assigned to the key positions and shall not be removed or replaced without the prior written approval of ITD. Replacement personnel submitted for approval must have at least equal qualifications, experience and expertise as those listed in the proposal.

The following criteria apply to both the Consultant and each subconsultant. When specific responses are requested concerning experience, references, equipment, personnel, and quality control, provide responses for both the Consultant and each subconsultant.

### **CRITERIA 1 - DETAILED SCOPE OF WORK**

Provide a Detailed Scope of Work from which a professional agreement may be negotiated, with a full description of what the consultant feels would be required to accomplish the project as outlined in the general scope of work.. List all items the Consultant expects the State to provide under each work item. For each work item list the lead Consultant or Subconsultant. Be specific as to the level of effort anticipated for each work item.

Provide a plan sheet count summary based off the Detailed Scope of Work.

**Provide a blank man-day estimate broken out by work item.** Each work item in the Detailed Scope of Work must be shown on the man-day estimate. Use a format which best suits the Consultant's operation. The blank man-day estimate must be of large enough print to allow the State to fill in the days for an independent estimate.

### **CRITERIA 2 - CRITICAL PATH DIAGRAM**

Provide a Critical Path Diagram (CPD) which shows all work tasks, subtasks, and milestone dates. The maximum sheet size for the CPD shall be 11" x 17". The time line shall be shown by the month. Review times by ITD and anticipated re-submittals shall be included on the CPD. The lag time for ITD reviews should be at least three weeks from submittal date. All work scoped on this project is expected to be completed by >.

### **CRITERIA 3 - MILESTONES**

Provide a list of milestones with a description of each milestone, the percent of the overall project represented by each milestone, and the chronology of milestones. *Payment of a portion of cost only will be made under progress payments. Payment of fee will be based on satisfactory completion of milestones and will not be made until said milestone is complete.* Use as many milestones as deemed necessary for the proper progression and administration of the agreement.



#### **CRITERIA 4 - AVAILABILITY OF MANPOWER**

*(Complete for Consultant and each Subconsultant)*

List personnel available to perform the work and describe quantitatively how this project would impact the current and anticipated work load of the office which will perform this work. If hiring of additional personnel will be necessary, discuss how that would be accomplished.

10.3

#### **CRITERIA 5 - PROJECT MANAGER**

Identify the Project Manager (**preferably local**) who will be responsible for the execution of work and ensuring that adequate personnel and other resources are made available for these projects, and who is responsible for the quality and timeliness of the consultant's performance. Include a brief resume indicating Idaho professional registration (if applicable), experience, and qualifications as it specifically pertains to this project. List the percentage of his/her time **available** and **required** during the duration of this project to fulfill this role.

#### **CRITERIA 6 - KEY PERSONNEL**

*(Complete for Consultant and each Subconsultant)*

Identify the key personnel available for this project and each person's project roles and duties. Include brief resumes indicating Idaho professional registrations (if applicable), experience, and qualifications as it specifically pertains to the project. List the percentage of each person's time available and required during the duration of the project to fulfill their project roles and duties. Submit an organization chart of personnel and duties as pertains to the project.

#### **CRITERIA 7 - LOCATION OF WORK & COMMUNICATIONS**

*(Complete for Consultant and each Subconsultant)*

List the location where the Consultant and each Subconsultant plans to perform each work task. Define how the Consultant plans to coordinate activities that are performed at various locations to provide efficient and cost effective communications and design.

#### **ARTICIPATION REQUIREMS:**

Only Disadvantage Business Enterprise (DBE) companies currently certified by the State of Idaho count toward achieving utilization goals. For this project, the Consultant must propose a minimum of > percent DBE utilization or demonstrate "Good Faith Effort" toward achieving that goal. List all DBE companies, their specific work task or services, and their percentage of the budget. Use the enclosed DBE Commitment form to show this information

### TECHNICAL PROPOSAL EVALUATION CRITERIA

	CRITERIA	RATING	WEIGHT	SCORE
	PROPOSAL FORMAT <i>Appearance, Follow Instructions, Number of Pages, Professional</i>		x 1.0	
CRITERIA 1.	DETAILED SCOPE OF WORK		x 4.0	
CRITERIA 2.	CRITICAL PATH DIAGRAM		x 3.0	
CRITERIA 3.	MILESTONES		x 2.0	
CRITERIA 4.	AVAILABILITY OF MANPOWER		x 2.0	
CRITERIA 5.	PROJECT MANAGER		x 4.0	
CRITERIA 6.	KEY PERSONNEL		x 3.0	
CRITERIA 7.	LOCATION OF WORK & COMMUNICATIONS		x 1.0	
	<b>TOTAL SCORE</b>			

**RATING POINTS:**

5.0 – Excellent  
4.0 – Good  
3.0 – Satisfactory  
2.0 – Marginal  
0.0 - Unsatisfactory

### SCOPE OF WORK

## DBE COMMITMENT

Project Name \_\_\_\_\_  
Project Number \_\_\_\_\_ Key No. \_\_\_\_\_

Consultant \_\_\_\_\_

\_\_\_\_\_  
Signature of Preparer Date Phone Number

Please complete the following information:

Name of Subconsultant	DBE (Y / N)	Scope of Work to be Performed by Subconsultant	% of Utilization

The goal for DBE participation on this project is > percent. If DBE participation has not been met, you are required to complete the following questions to describe efforts to obtain DBE participation. Each item will require an explanation of the action taken. Provide the explanation on a separate sheet of paper and attach to this form.

1. Have you advertised in general circulation, trade association and minority-focus media concerning the subcontracting opportunities? Explain.
2. Have you followed up initial solicitation of interest by contacting DBEs to determine with certainty whether they were interested? Submit telephone logs, letters, etc. to document follow-up activity.
3. Have you selected portions of the work to be performed by DBEs in order to increase the likelihood of meeting the DBE goal, including, where appropriate, breaking down the agreement into economically feasible units to facilitate DBE participation? Explain.
4. In addition to No. 1 above, have you effectively used the services of available minority community organizations, minority contractors' groups, local, state & federal minority business assistance offices and other organizations that provide assistance in identifying and subcontracting with DBEs? Explain.

Describe any other efforts not covered by the above four points that may indicate your firm's affirmative action to obtain DBE participation in this project.

July 15, 2004

The Idaho Transportation Department (ITD) is seeking qualified and experienced consultants to submit a Technical Proposal for > for the following project:

**[project info]**

If you wish to submit a proposal, your submittal must conform to the instructions contained in the enclosed Request for Technical Proposal. Proposals are due to ITD by 4:00 p.m. MST on >.

All questions concerning the procedures of this solicitation shall be directed to Nestor Fernandez at (208) 334-8495, or faxed to (208) 334-8025.

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Sincerely,

NESTOR FERNANDEZ, P.E.  
Consultant Administration Engineer

NF: :filename

bcc: CE  
ACE(D)  
IRM  
CCO, w/att  
DBEC  
RDE w/att  
RD-CAU w/att.  
RD-AE, w/att.  
DE->  
PDE->, w/att

## **INDEPENDENT COST ESTIMATE SUMMARY INSTRUCTIONS**

List the project information at the top of the form: Consultant Name, Project Name and Number, and Key Number.

### ***A. SUMMARY ESTIMATED MAN-DAY COSTS***

List:

- Job titles of the personnel expected to do the work on the project
- Man-day and man-hours each position is expected to work
- Reasonable hourly rate for each position

Do the math to come up with the **TOTAL RAW LABOR COST**

### ***B. PAYROLL, FRINGE BENEFIT COSTS & OVERHEAD***

Insert:

- Total Raw Labor Cost
- Estimated or actual overhead rate (Average OH is at 150%. If you need additional information on overhead rates, please call the Consultant Administration Unit.)

Do the math to come up with the **OVERHEAD COST**

### ***C. NET FEE***

Insert:

- Total of Raw Labor Cost plus Overhead Cost
- Fee percentage: This is the consultant's profit for the project. Typically 10% - 11%, but no higher than 15%

Do the math to come up with the **TOTAL FEE**

### ***D. OUT-OF-POCKET EXPENSE SUMMARY***

Insert:

Anticipated out-of-pocket expenses, i.e. travel, lodging, meals, mileage

- Rates for each expense based on the Federal-Per Diem Rates

Do the math to come up with the **TOTAL ESTIMATED EXPENSE**

Add together the Total Raw Labor Cost, Overhead Cost, Net Fee, and Expenses to come up with the **Total Estimated Cost** of the project.

CONSULTANT NAME  
PROJECT NAME  
PROJECT NUMBER  
KEY NUMBER

EXAMPLE

**A. SUMMARY ESTIMATED MAN-DAY COSTS**

		Man-Days		Man-Hours		Current Hrly Rate		Raw Labor Cost
1	PRINCIPAL	4.5	=	36	@	\$10.00	=	\$ 360.00
2	SR. ENGINEER	11.25	=	90	@	\$7.60	=	\$ 684.00
3	ENGINEER	8.5	=	68	@	\$6.00	=	\$ 408.00
4	DRAFTSMAN	17.75	=	142	@	\$4.50	=	\$ 639.00
5	SURVEYOR	2	=	16	@	\$3.13	=	\$ 50.00
6	CLERICAL	6.5	=	52	@	\$3.78	=	\$ 196.56
7	etc		=		@		=	

**TOTAL RAW LABOR COST = \$2,337.56**

**B. PAYROLL, FRINGE BENEFIT COSTS & OVERHEAD**

Total Raw Labor Cost

Approved Rate

\$2,337.56 X **99%** = **\$2,314.18**

**C. NET FEE**

Total Raw Labor & Overhead

NET FEE

\$4,651.74 X **10%** = **\$465.17**

**D. OUT-OF-POCKET EXPENSE SUMMARY**

		Estimated Amount		Unit Cost		Estimated Expense
1	* MILEAGE (miles)	2	@	\$ 0.15	=	\$ 0.30
2	AIR TRAVEL	1	@	\$ 10.00	=	\$ 10.00
3	* LODGING (Days)	1	@	\$ 2.00	=	\$ 2.00
4	* MEALS (Days)	1	@	\$ 1.00	=	\$ 1.00
<b>TOTAL ESTIMATED EXPENSE</b>						<b>= \$ 13.30</b>

**E. SUBCONSULTANTS**

1	XYZ ENGINEERING	**	=	\$ 2,100.00
2	MAJOR SURVEYORS	**	=	\$ 600.00

<b>TOTAL</b>	<b>=</b>	<b>\$7,830.22</b>
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\* As per the "FEDERAL PER DIEM RATES FOR IDAHO"

\*\* See attached Subconsultant's Summary



## PROFESSIONAL SERVICES AUTHORIZATION and INVOICE SUMMARY

ITD-2761 05/97

Consultant: **CH2M Hill**

Agreement No:

**3469**

Billing Ref No:

**346901**

Agreement Amounts

Original Agreement: \$14,000.00

Additional Services \$0.00

TOTAL: \$14,000.00

PSA No:

W-1

Work Task No:

5

Consultant Invoice No:

Project	Key Number	Project No	Route	Location
	5728	CM-0100(113)	OFFSYS	WILLOW LN TO LAKE HARBOR, STAGE 2, BOIS
	5396	CM-0003(103)	OFFSYS	WILLOW LN TO LAKE HARBOR, STAGE 1 BOIS

This PSA authorizes **WORK TASK SERVICES** to be performed as described below:

Number	Description:	Amount
5728	Construction Support Services at the direction of the Agreement Administrator. Project meetings, submittal reviews, permit modifications, and construction related activities	\$14,000
5396		\$0

Compensation for Services Shall not Exceed: **\$14,000**

Which Increases the Total Authorized Amount to: **\$14,000**

PSA Issued (Consultant Admin. Manager)

<i>Signature</i>	<i>Date</i>

PSA Accepted (Consultant)

<i>Signature</i>	<i>Date</i>

Authorized Amount	Previous Invoices	This Invoice	Total to Date	Balance Authorized
\$14,000				

Payment Requested (Consultant)

<i>Signature</i>	<i>Date</i>

Payment Recommended (Agreement Administrator)

<i>Signature</i>	<i>Date</i>



*LETTERHEAD*

(Date)

>

RE: >  
Agreement No. >

Dear >:

As you requested, an extension of time on the agreement for the above project has been granted. The new completion date on this agreement is >. This extension will in no way be cause for an increase in cost to the State, nor will any other provisions of the agreement change.

If you agree to this extension of time, please sign below and return this letter to this office.

If you have any questions, please give me a call at (208) >.

Sincerely, >

>

>

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Consultant